

Grant Preparation Worksheet

ALTE/Arts Link to Tourism and the Economy Projects

This lists the information that ALTE Grant applicants need to submit. Before preparing your application, thoroughly review the *Guide to Grants: Organizations and Schools 2006-2007* (www.azarts.gov/guide) to determine which grant type your project or program best aligns with, become familiar with the criteria (www.azarts.gov/guide/alte1.htm) the panel will use to rate your application, and the supplementary information required in addition to the online application. Also review the **General Grant Preparation Worksheet** (www.azarts.gov/guide/general_worksheet.pdf) for information that all applicants need to submit.

All ALTE applicants must submit a letter of Intent postmarked by Thursday, February 23, 2006.

Begin collecting this information, and composing your narrative responses, now. We strongly recommend you DO NOT compose your responses directly in the EGOR system. Collect your answers, proof your narrative, make sure it is the right length, and that all your information is complete. THEN log into EGOR. Fill out your answers, and cut-and-paste your narrative text into the system.

- **Thursday, March 23, 2006:** Grant Online Submission Deadline and Postmark/Upload Deadline for Supplementary Materials, if Required. Descriptions of these supplementary materials appear in the *Guide to Grants* (www.azarts.gov/guide/supplementary_materials.htm), and instructions on electronically uploading or mailing/delivering them will appear in EGOR before you submit your electronic application.

** indicates a REQUIRED piece of information. The system will not allow you to input more characters than the stated limit.*

There is a limit to the length of narrative responses; guidance regarding the length is provided and lists the maximum number of characters including spaces. Where possible, we have expanded the length from last year. When composing your narrative text, use upper and lower case letters (not all caps). Formatted text will not be accepted (you cannot bold, italicize or underline text, or change the font style/size). We recommend creating your narrative in your own word processor and saving it; then you can cut-and-paste into the EGOR system.

Some information is for our internal use – for state and federal reporting requirements, and to help us better understand and serve the arts field and the public – and is not used in the panel review. Some information addresses the review criteria, for the panel to use.

ALTE Grant information is broken into these sections.

- Project Director
- Board
- Staff
- Project Overview
- Artistic Quality
- Project Capacity
- Collaborations/Partnerships
- Sustainability
- Project Budget
- Three-Year Budget and Overview
- Board
- Staff/Human Resources
- Public Value
- Supplementary Materials

Project Director

- ☐ Project Director Salutation*, Name*, Title, Phone*, Fax, Email*
- ☐ Project Title*

Project Overview

- ☐ You must be a rural organization, ethnic run, or a tribal community to apply for ALTE grants.
- ☐ Your project must be focused on cultural tourism or economic development to apply for ALTE grants.
- ☐ Are you a school or school district?* (*If so, you should apply for an Arts Learning Project Grant, not a Project Grant*)
- ☐ Provide a one-sentence description of the project and where project activities will take place.*
- ☐ Start and end dates of the project* (must take place between July 1, 2006 and June 30, 2007)
- ☐ Artistic discipline of your project, and other descriptors* (*A list is provided, such as concert, marketing project, festival; and if the project has certain characteristics, such as involves presenting/touring, serves at-risk youth, or increases access to people with disabilities*)
- ☐ Project Race/Ethnicity (the federal race/ethnicity designation which best describes the project.*
- ☐ Are you also applying for GOSIII or Basic Aid/Locals Aid?* (*If so, you must submit a Special/Unusual Statement of up to 900 characters (approximately 200 words) – see <http://www.azarts.gov/guide/alte3.htm>*)
- ☐ List the organizational partners in the project*. (up to 350 characters including spaces)

Artistic Quality

The information required here relates to the review criterion **Organization's History of Artistic Quality and Creativity in Programming.**

- ☐ Name the artist(s)/company(ies)/work to be presented; or consultants to be used.* (up to 500 characters including spaces)
- ☐ Complete a table listing name of the artist/company/work to be presented or description of marketing/communications activities or other project components.*
- ☐ Narrative.* You have up to 3,000 characters including spaces to describe your organization's history of artistic quality and creativity (paint a picture). The following bullet points are suggestions to address in your narrative; you may expand beyond these ideas. Consider your mission when responding.
 - ☐ Describe the artistic focus of this project.
 - ☐ Describe how this project serves both an artistic and a community benefit.
 - ☐ Describe the organization and its history.

You will also submit, electronically, up to three pages listing your arts programming for the past, current and next fiscal Years; and one-page resumes of artists/consultants named in your application.

Project Capacity

The information required here relates to the review criterion **Project's capacity to enhance the economic development, tourism and quality of life in a specific community.**

- ☐ Describe the project*. Up to 400 characters including spaces.
- ☐ What need or opportunity led to the development of this project? If it is based on a previous attempt, describe it, and whether or not it met the intended goals.* Up to 400 characters including spaces.
- ☐ List the project's goals and objectives. Be specific about if you are addressing cultural tourism, economic development, or both.* Up to 400 characters including spaces.
- ☐ Narrative*. You have up to 1,600 characters including spaces to articulate how your project activities, goals and objectives relate to this review criterion. The following bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.
 - ☐ Discuss strategies that demonstrate how the project will enhance the economic development and/or tourism, and quality of life in your community.
 - ☐ Describe your assessment plan, including a description of measurable outcomes. How will you know you have met your goals? State how your organization will make use of what is learned.* *Good ideas and tools about assessment and evaluation in the arts are available at www.azarts.gov/guide/evaluation_assessment.htm*

- ❑ Describe your plans for engaging participants and marketing the project (Up to 750 characters including spaces). Who are the targeted participants? What communication methods will you use to attract participants?

Collaborations/Partnerships

The information required here relates to the review criterion **Ability of the project to create or strengthen collaborations and partnerships with evidence of meaningful collaboration.**

- ❑ Describe each partner's role in the project (Up to 750 characters including spaces).*
- ❑ Narrative.* You have up to 2,000 characters including spaces to document the planning among community partners, and describe how this project will create or sustain your collaboration(s).

Sustainability

The information required here relates to the review criterion **Capacity of the organization to complete the project and sustain it after the grant period ends.**

- ❑ Narrative.* You have up to 3,000 characters including spaces to articulate how your organization plans to sustain the project in future years. The following bullet points are suggestions to address in your narrative; you may expand beyond these ideas.
 - What is the organization's experience in carrying out this type of project?
 - How will your partnerships be nurtured and maintained through this project and beyond?
 - How do you plan to gain additional financial and community support over time?
 - Projects funded previously must make the case for what they have learned and integrated into the program that merits continued funding.
- ❑ Is there a crucial piece of information you haven't had the opportunity to share in the previous questions?*(*this is NOT a place to provide a sales pitch for your organization or project. It is to be used to share, for example, information about a change in your organization; a reason you are focusing on a particular goal or opportunity or challenge at this time; unique characteristics of your organization/project that affect your application, etc.*)

Project Budget*

The information required here relates to the review criterion **Appropriateness of the budget.**

You will be asked to itemize cash expenses and income (both earned and contributed) relevant to the proposed project. (Although in-kind contributions are not reflected in the Project Budget form, we recognize that in-kind support may be illustrative of important community participation. You may list in-kind support on a one-page addendum and mail in with your supplementary materials) You will not be asked to request a certain grant amount. After completing your project budget, those expense items eligible for Commission support will be calculated, and you'll be notified of the maximum grant amount you are eligible to receive.

Three-Year Budget and Overview*

The information required here relates to the review criterion **Appropriateness of the budget.**

You will be asked to itemize cash expenses and income for your entire organization's operations for your most recently-completed fiscal year (actual), your current year (estimated), and next fiscal year (projected). You will be asked to explain any line-item variance of 15% or more year to year. You will be asked to state, for each year, your organization's beginning and ending cash balance, surplus or deficit (and explanation of your use of surplus or management of deficit), endowment balance and working capital reserves balance (if applicable), and amount the organization owes (if applicable).

Public Value

The information required here is not used in the panel review. The Commission will use it to understand, and communicate to others, the value and impact of your arts programming in your community.

- ❑ Share a short story or anecdote (800 characters/approx 150 words) that demonstrates the public benefit of your program and the use of state and federal funds.*
- ❑ Check off items on a list of things you will do in the upcoming year to inform/involve legislators/elected officials in your work.*
- ❑ Send one photograph that can be used for promotional purposes to show the value of the arts in the state of Arizona.

Supplementary Materials

Review the *Guide to Grants* to determine the specific supplementary materials required for ALTE Grants (such as a/v samples, promotional materials, etc.)

If you have questions or need more information, call the Arizona Commission on the Arts at (602) 255-5882.